



Personnel and Administrative Policy and Procedure

SUBJECT: Equal Employment Opportunity	EFFECTIVE DATE: December 15, 2007 REVIEWED: February 10, 2012 REVISED: February 10, 2012
CATEGORY: 200 POLICY NUMBER: 200.17	CROSS REFERENCE: Discrimination and Harassment 200.12

Purpose: Convey the City's commitment to equal employment opportunities.

Scope: This policy applies to all employees and applicants.

Policy: The City of Milwaukie is an Equal Opportunity Employer and assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, protected activity, or any other protected class under State and/or Federal law and with proper regard for their privacy and constitutional rights as citizens. Per State law equal employment opportunity for age applies to anyone eighteen (18) years of age or older. Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such accommodation is made.

Guidelines for Use

- Elected Officials and all employees of the City, management and supervisory staff in particular, shall ensure that the intent and the stated requirements of this rule are implemented in all employee relations and personnel practices.
- It is every employee's responsibility to ensure that the work environment is free of any practice of discrimination or harassment.
- Recruiting, selecting, and advancing employees will be based on the employee's relative ability, knowledge, and skills.
- Recruiting, selecting, and advancing employees will be done without regard to any of the above listed protected classes except where there is a bona fide occupational qualification.
- All other aspects of personnel administration such as compensation, benefits, transfers, layoffs, returns from layoffs, training, education, social and recreational programs will be administered based on job related criteria.

The City has an internal complaint procedure designed to address and resolve complaints of discrimination and harassment, including retaliation. The complaint resolution process is outlined in the Discrimination and Harassment Policy and Procedure.

Responsibilities

All Management:

- Ensure that all employment related decisions are based on job related criteria.

Human Resources Director:

- Annually reviews the work force to ascertain what measures if any may be needed to effectively maintain conformance with this equal opportunity policy.
- Determine appropriate steps and take necessary action if a complaint is initiated stating there has been a violation of this policy.